

Juvenile Intake and Assessment System Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>STAFF</b>	<b>STANDARD NO.</b>  <b>JIAS-02-104</b>
	<b>SUBJECT:</b>  <b>TRAINING</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: None</b>		<b>DATE ADOPTED: 2-5-2015</b> <b>DATE REVIEWED: 2-4-2015</b>

**STANDARD:** Written policy, procedure and practice shall require the annual completion of:

- Forty (40) staff development hours by all full-time staff of the Intake and Assessment Program. At least eight (8) hours of the forty (40) shall be related to management, leadership and/or supervisory skills for supervisors/directors
- Twelve (12) staff development hours by part-time staff of the Intake and Assessment Program
- All staff that will have access to the KDOC IT Networking Services must complete the KDOC IT Security Awareness Training and sign the Security Awareness Acknowledgement annually. The Security Awareness Acknowledgement must be kept in the staff's personnel file for a minimum of three years in such a manner as they may be retrieved and reviewed during the course of the KCJIS audit.

All completed training shall be documented in the employee's personnel file.

**DISCUSSION:** None.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.